



Food and Nutrition Information Center

National Agricultural Library/USDA
10301 Baltimore Avenue, Room 105
Beltsville, MD 20705-2351

Purchasing and Procurement Resource List January 2007

This publication is a compilation of resources for professionals involved in school food service. The resources are in a variety of information formats: articles, books and full-text materials on the World Wide Web. Resources chosen provide information on many aspects of school food service.

The resources included for this list contain reliable information and are available nationwide. Your local library or bookstore can help you locate these materials. Other items can be obtained from the source listed. Opinions expressed in the publications do not necessarily reflect the views of the U.S. Department of Agriculture.

Resources that are part of the National Agricultural Library (NAL) collection have an NAL Call Number listed. Lending and copy service information can be found at <http://www.nal.usda.gov/fnic/general/lending.html>. URLs are included when the material is available online in full text. Materials cannot be purchased from the Library. Please contact the publisher/producer if you wish to purchase any materials on this list.

Listed alphabetically by title:

The Book of Yields: Accuracy in Food Costing and Purchasing, 7th Edition

Francis T. Lynch

Hoboken, NJ: John Wiley & Sons, Inc., 2007. 320 p.

ISBN: 0-471-74590-1

Summary: Comprehensive collection of accurate food measurements: weight-to-volume equivalents, trim yields, and cooking yields for over 900 practical foods. Including only scratch items, the foods are categorized by type: dry or fresh herbs, vegetables, fruit, flours, rices, meats, poultry, etc. The measures used for each type of food reflect the ways that that particular type of food is normally measured in recipes. Produce items state the trim yields as both a weight and a percentage of the original weight plus they state how many cups of a trimmed and cut fruit or vegetable are obtained from the original weight and what one cup, trimmed weighs.

Chef's Book of Formulas, Yields, and Sizes, 3rd edition

Arno Schmidt

Hoboken, NJ: John Wiley & Sons, Inc., 2003. 354 p.

ISBN: 0471227161

NAL Call Number: TX820.S35 1996 (2nd edition)

Summary: Discusses the issues surrounding yields, such as serving size, the accepted amount of trim and waste, the quality and size of the food purchased, the time of year (with regard to fresh products), cooking methods, etc. Covers the form(s) in which the food is available (such as canned, fresh, dehydrated, frozen), and the packs and sizes most likely to be purchased by foodservice operators. Lists suggested serving sizes and the number of servings that are reasonably obtainable from the most common packs and sizes. Contains a series of entries listing the sizes and volumes of bottles, cans, scoops, steam-table pans, etc. Gives calorie counts for the suggested serving sizes when possible, and lists formulas for commonly prepared items that are composed of ingredients requiring measurement or scaling for best results.

Electronic Procurement Applications and Trends for the Food Service

E. L. Heiberger and Cihan Cobanoglu

Lecanto, FL: Schaser-Vartan Books, 2003. 37 p.

ISBN: 0972903917

Summary: This book is a two-part study examining how the electronic purchasing landscape has shifted in the last eighteen months. First, a survey of 1,550 chain-restaurant and hotel executives from the 2002 Directory of Chain Restaurant Operators was conducted. Answers to the survey questions not only assist those looking to use purchasing applications but also those that are developing applications. By seeing how much people are willing to spend in both time and money, the application development industry can tune their product parameters to meet the demand. In addition to the survey, twenty-two applications were reviewed. Provided are definitions of those involved including distributors, consortiums, and applications developers, both traditional and ASP model. From there ten application developers are reviewed based upon over fifty criteria that fall into ten categories. This is of great value to those that are attempting to select and purchase an e-procurement application. It is a comprehensive study of the strengths and weaknesses of each company as well as a complete look at every real player in the industry. The application developer will also find this research of value to determine where they play in reference to their competition.

The Encyclopedia of Restaurant Forms: A Complete Kit of Ready-to-Use Checklists, Worksheets and Training Aids for a Successful Food Service Operation

Douglas R. Brown

Ocala, FL: Atlantic Publishing Company, 2004. 600 p.

ISBN: 0910627290

Summary: Included in this book are hundreds of easy-to-implement tools, forms, checklists, posters, templates and training aids to help you get your operation organized, and easier to manage while building your bottom line! This unique book takes you step by step through each department of a restaurant, caterer, hotel and non-commercial operations. Among the topics covered are management principles of planning, organizing, coordinating, staffing, directing, controlling and evaluation; product purchasing, receiving, storing and issuing, preparation and service; employment and personnel practices; and management of equipment and money.

Foodservice Procurement: Purchasing for Profit

Marion C. Spears and Sharon Morcos

Upper Saddle River, NJ: Prentice Hall, 1998. 526 p.

Summary: An introduction to foodservice procurement textbook – covers purchasing, receiving, storage, and inventory control. Emphasizes the Hazard Analysis Critical Control Point system. Uses the Food Guide Pyramid as the conceptual framework for the food section. Discusses how processing or manufacturing and marketing or distribution, exclusive of the cost of materials, packaging, and overhead, can add value to products and increase profits.

The Food Service Professionals Guide To: Controlling Restaurant & Food Service Food Costs

Douglas R. Brown

Ocala, FL: Atlantic Publishing Company, 2002. 144 p.

ISBN: 0910627169

Summary: Helps managers control the cost of food within their organization through forecasting, proper portioning, theft control and purchasing, receiving and storing procedures.

Handbook for Procurement

Nicola Dimitri, Gustavo Piga and Giancarlo Spagnolo

New York: Cambridge University Press, 2006. 560 p.

ISBN: 0521870739

Summary: With contributions from leading academics and professionals, this handbook offers expert guidance on the fundamental aspects of successful procurement design and management in firms, public administrations, and international institutions. The issues addressed include the management of dynamic procurement; the handling of procurement risk; the architecture of purchasing systems; the structure of incentives in procurement contracts; methods to increase suppliers' participation in procurement contests and e-procurement platforms; how to minimize the risk of collusion and of corruption; pricing and reputation mechanisms in e-procurement platforms; and how procurement can enhance innovation.

How Much to Buy: A Foodservice Purchasing Workbook

Robert A. Ulm

New York, NY: Macmillan Publishing Company, 1994. 166 p.

ISBN: 0024221015

NAL Call Number: TX911.3.P8U46 1994

Summary: Shows how to purchase for the requirements of a business in the most common menu situations. Focuses on how to determine quantities needed and how to physically carry out the act of purchasing. Discusses menu types, methods of gathering history, and the refined status of food supplies needed. Also discusses various methods of forecasting, adjustments that need to be made to the forecast, and how to call in an order.

Manage First: Inventory and Purchasing

National Restaurant Association Educational Foundation

Upper Saddle River, NJ: Prentice Hall, 2006. 112 p.

ISBN: 0132222167

Summary: The NRAEF is introducing a new program as part of its strategic focus on recruitment and retention. This new management training certificate program is based on a set of competencies defined by the restaurant, foodservice and hospitality industry as those needed for success. NRAEF ManageFirst Program leads to a new credential, ManageFirst Professional (MFP), which is part of our industry career ladder. This competency-based program includes 12 topics, each with a competency guide, exam, instructor resources and certificate. Students earn a certificate for each exam passed. The topics and exams are aligned to typical on-campus courses. For example, the Controlling Foodservice Costs Competency Guide is designed to align with a Cost Control or Operations Management course.

Purchasing and Inventory: 25 Keys to Profitable Success

David V. Pavesic

New York, NY: Lebharr-Friedman Books, 1999. 96 p.

ISBN: 0867307560

Summary: Covers both the organization and systems of the purchasing and inventory process. Explains the operator and supplier relationship and how important it is to file success of the restaurant.

Purchasing for Chefs: A Concise Guide

Andrew H. Feinstein and John M. Stefanelli

Hoboken, NJ: John Wiley & Sons, 2006. 208 p.

ISBN: 0-471-72898-5

Summary: Presents accurate, focused information that tells busy chefs what to do and how to do it. Unencumbered by theory and speculation, this practical guide can be read quickly and its principles can be implemented the next day. From knowing how much to buy to how to control pilfering - this is the complete resource for dramatically improving purchasing practices at any establishment where the chef is the heart of the house.

Purchasing for Food Service Managers, 4th Ed.

M.C. Warfel, Marion L. Cremer, Richard J. Hug
Berkeley, CA: McCutchan Publishing, 2001.

ISBN: 0821122754

NAL Call Number: HD 9000.5.W338 (1990 edition)

Summary: This revised edition offers complete coverage of the standards, principles, and procedures of quantity food purchasing, as well as complete coverage of the various commodities prospective food buyers must know about, including alcoholic beverages.

Purchasing: Selection and Procurement for the Hospitality Industry, 6th edition

Andrew H. Feinstein and John M. Stefanelli
Hoboken, NJ: John Wiley & Sons, 2004. 720 p.

ISBN: 0471460052

NAL Call Number: TX911.3 P8S73 1997 (4th edition)

Summary: A textbook combining generally accepted purchasing principles and procedures with some description of the products and services normally purchased by the typical hospitality enterprise. Geared toward hospitality educators and professional purchasing agents.

Quantity Food Purchasing, 5th edition

Lendal H. Kotschevar and Richard Donnelly.
Upper Saddle River, NJ: Prentice Hall, 1999. 665 p.

ISBN: 0130958816

NAL Call Number: TX911.3 P8K68 1999

Summary: This volume offers a practical, non-theoretical, approach to the all aspects of purchasing for the food service industry. Contains a review of how the computer is used in purchasing. Includes cases studies. For those responsible for managing quantity food purchasing in the food service industry.

Specs: The Comprehensive Foodservice Purchasing and Specification Manual, 2nd edition

Lewis Reed
Hoboken, NJ: John Wiley & Sons, Inc., 2003. 224 p.

ISBN: 0471661872

NAL Call Number: TX911.3.P8R44 1993

Summary: Deals with all areas of the hospitality industry. Contains information on purchasing policies, foods, quality controls, and storage and handling procedures. Contains a chapter on developing a purchasing system, complete with sample forms for bids, ordering, receiving, and issuing. Lists over 2,750 food products with descriptions, detailed purchasing specifications, and quality, size, and packaging information.

Acknowledgment is given to the following FNIC reviewers:

Shirley King Evans, R.D., Budget Analyst/Mission Support
Corey Scarpero, R.D., Nutrition Information Specialist
Madeleine Said, Nutrition Information Specialist

This resource list was compiled by:

Desire Stapley, ME.d., R.D., L.D., Nutrition Information Specialist
Jamie Rasmussen, Nutrition Information Specialist

This publication was developed through a Cooperative Agreement between the Food and Nutrition Information Center and the Department of Nutrition and Food Science in the College of Agriculture and Natural Resources at the University of Maryland.

Food and Nutrition Information Center
Agricultural Research Service, USDA
National Agricultural Library
10301 Baltimore Avenue, Room 105
Beltsville, MD 20705-2351
Phone: 301-504-5719
Fax: 301-504-6409
TTY: 301-504-6856

e-mail: <http://www.nal.usda.gov/fnic/fniccomments.html>

Web site: <http://www.nal.usda.gov/fnic>

The National Agricultural Library provides lending and photocopying services to USDA employees and some USDA program staff. Others can obtain materials through interlibrary lending services at a local, corporate, or university library. For further information, contact Document Delivery Services Branch, National Agricultural Library, 10301 Baltimore Ave., 6th Floor, Beltsville, MD 20705-2351. Document Delivery can also be contacted by telephone: (301) 504-5755, fax (301) 504-5675, or via email: <http://www.nal.usda.gov/mail/access.html>.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio-tape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410, or call 202-720-5964 (voice or TDD). USDA is an equal employment opportunity employer.